

**Engineering and Zoning Office
Permits and Variance Information**

Types of Permits	
Zoning Permits	Engineering Permits
Building	Curb Cut
Sign	Street Cut
Fence	Demolition
Garage Sales	Sewer Tap
Private Swimming Pools	Sub-division
Parking Lot	

Process for Applying for a Zoning or Engineering Permit:

- 1) Submit Application, Fee and supporting documentation (drawings, documents, calculations, renderings etc.) to the Zoning and Engineering Office.
- 2) Engineering and Zoning Office will review application and determine whether it is within the Codified Ordinances. For new and/or significant projects, a planning commission hearing will be held.
- 3) Determination - if approved by the Engineering and Zoning Office and/or Planning Commission a permit.
 - a. If approved Engineering and Zoning Office will issue a permit.
 - b. If declined Engineering and Zoning Office will advise on options with the Board of Zoning Appeals.
- 4) Sandusky County nor the City of Fremont has a Building Department, therefore all foundation, structural, HVAC and Electrical permits must be obtained by the State of Ohio, call 1-800-523-3581. Plumbing Permits are obtained through the Sandusky County Health Department, call 419-334-6377.

Definitions:

Building - Chapter 1141 and 1143 - a combination of materials to form a construction that is safe and stable, adapted to permanent or continuous occupancy by public, residence, business, assembly or storage purposes.

Sign - Chapter 1151 - a structure or any part thereof, or any device attached to or painted directly or indirectly on a building or structure or a parcel of land, and which displays or includes any letter, model, banner, pennant, insignia, device or other presentation to direct attention to a person, institution, organization, activity, place, object, product or business. The word "sign" includes the word billboard, but does not include flag, pennant or insignia of any nation, state, city or other political unit, or of any political, education, charitable, religious or like campaign, drive or movement or event.

Fence - Chapter 1143.01 - an enclosure, barrier or screen whose purpose is to physically and/or visually contain certain uses and activities which are carried out on a particular zoning lot.

Garage Sales - Chapter 1143.10 - a sale of household equipment, utensils, appliances, personal clothing or effects, or other similar personal property. "Garage sales" include yard sales, porch sales or other commonly used terms.

Parking Lot - Chapter 1149.01 - "Parking space" means a paved area within a garage, main building or accessory building, a covered paved area such as a carport, or a dust-free surfaced area having the prescribed area, exclusive of ramps and driveways, which is permanently reserved for the parking or storage of one (1) motor vehicle and connected with a street or alley by a dust-free surfaced driveway which affords satisfactory ingress and egress for motor vehicles.

Swimming Pool - Chapter 1143.04 - No private swimming pool, except for portable swimming pools with a diameter less than twelve (12) feet, a water surface of less than 150 square feet and a depth of one and one-half (1.5) feet, shall be allowed in any district, except as an accessory use and unless it complies with all the following conditions and requirements of 1143.04

Boards and Committees

Design Review Committee (DRC) - if a project is located within the Historic District, it must go before the DRC before submitting an application to the Engineering and Zoning Office. Request for Certificate of Appropriateness can be found on the City web page.

- Meeting Dates: 1st Tuesday of each month
- Applications are due 14 days prior to meeting

Planning Commission - for new and/or significant projects

- Meeting Dates: 1st Tuesday after the 1st Thursday of the month
- Applications are due 15 days prior to meeting

Board of Zoning Appeals (BZA) - Variance, Home Occupation, Non-Conforming Use and Conditional Use

- Meetings - 2nd Thursday of the Month
- Application due 15 days prior to meeting

Process for Applying for a Variance, Home Occupation, Non-Conforming Use or Conditional Use:

- 1) Submit Zoning Application, Fee and supporting documentation to Engineering and Zoning Office.
- 2) A letter will be sent out the week before the meeting to Applicant and adjacent neighboring property owners with detailed information regarding the date, time and reason for the BZA meeting.
- 3) The petitioner should attend the meeting and explain the application.
- 4) BZA will then determine to approve, conditionally approve, modify or deny request:
 - a. Approved request - obtain permit at the Engineering and Zoning Office.
 - b. Conditionally approved - approved only with the conditions requested by the BZA.
 - c. Modified request - revise documents then obtain permit at the Engineering and Zoning Office.
 - d. Denied request - Chapter 1159.02 - Procedure for appeal or variance.

Definitions:

Variance - Variation from a strict interpretation of the terms of this Zoning Ordinance which is owing to peculiar conditions or circumstances which apply only to the property in question and no other. As used in the Zoning Ordinance, a variation is authorized only for height, area, yard or setback requirements

Home Occupation - any use customarily conducted entirely within a dwelling or accessory building and carried on only by members of a family residing on the premises thereof which use is clearly incidental and secondary to the use of the dwelling for dwelling purposes and does not change the character of the dwelling exterior or accessory building

Non-Conforming Use - the use of land or building, or portion thereof, which does not conform to the use regulations of the district in which it is located

Conditional Use - a use permitted within a district other than a principally permitted use, requiring a conditional use permit and approval of the Board of Zoning Appeals that all prior conditions for approval have been met